

TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO. 7D18	BUILDING Hqs.	
REMARKS:		
EXA <u>CE</u> 24 NOV 1987		
ADDA <u>[Signature]</u>		
DDA <u>[Signature]</u> 27 NOV 1987		
DDA / Registry		
FROM: D/L		
ROOM NO. 2C-02	BUILDING	EXTENSION

FORM NO. 36-8 REPLACES FORM 36-8

(47)

~~CONFIDENTIAL~~

23 NOV 1987



MEMORANDUM FOR: Chief, National Collection Division

FROM: John M. Ray  
Director of Logistics

SUBJECT: Request for Additional Space in Key Building

*Done:*

25X1 1. Based on [redacted] description of the condition of the 8th floor space you showed him in Key Building, we agree that some relief is necessary. According to Bill, the space is overcrowded to the extent that the floors can't be cleaned, a situation that has led to your recent need for exterminator service. Accordingly, we are in the process of arranging the release of some 2,000 square feet of additional space to you within the next week. It is located on the 5th Floor. While this does not satisfy fully your current needs, it is a start. We would like to do more, but the space vacated

25X1 [redacted] must be used to house elements displaced by the loss of [redacted]

25X1 [redacted]

25X1 2. In view of the fact that [redacted] will be in Key Building for at least another six years, you may wish to consider using a portion of this new space to help solve the problem of cleaning up some other neglected areas in the Division. The space we will be releasing is open landscape, and thus suitable for use as a small staging area. You could rotate small elements into part of it temporarily while carpets are cleaned or replaced and while paint is applied in their permanent quarters. While I'm not recommending that you attempt to spruce up the whole Division in this manner, it is one way to correct the most serious problems.

25X1 3. You can work out the details of this with our Real Estate and Construction Division, which will be sending someone down to see [redacted] as soon as we resolve the final boundaries of the new space with the Office of Finance.

25X1

[redacted]

John M. Ray

25X1

45-17

[redacted]

OL 10312-87

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SUBJECT: Request for Additional Space in Key Building

25X1 OL/FMD  (20 November 87)

Distribution:

Orig & 1 - Addressee  
1 - DDA  
1 - C/RECD/OL  
1 - OL Files  
1 - OL/FMD Chrono  
1 - OL/FMD Official  
1 - OL/FMD/HCS

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Additional Space in Key Bldg.

FROM		EXTENSION		NO.		DATE	
STAT	[Redacted] Division						
STAT	912 Key						3 November 1987
STAT	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED				
	C/HCS/FMD/OL 3E 14, Hqs	11/5/87	11/5/87	WS			1 to 3: John, I am in touch with [Redacted]. Am going to Key to talk with him
STAT	3. Director of Logistics		7/11	OK			
	4. DDIL EO		11/09	2A			
STAT	5. C/HCS/FMD						
STAT	[Redacted]						
	8.						
	9.						
	10.						
	11.						
	12.						
STAT	13.						
	14.						
	15.						

3-1: 'Bill - Let's see what we can do to assist, particularly if they are to stay there into the 90's - let me know State phone.

M  
ce & PCD pls.

STAT

**Page Denied**

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